

Version 1.0, September 2018

MACS Medals of Excellence: Rubric						
Criteria	Outstanding (4)	Exceeds Expectations (3)	Successful (2)	Limited (1)	Not Displayed (0)	Weight
Scholarship	A+ Average	A Average	A- Average	B+, B Average	B- Average	30%
Service & Involvement: University and Community	Consistent, unambiguous, participation in a range of activities that benefit both the community and university	Unambiguous participation in multiple activities that benefit either the community and university, but lacking consistency or balance	Limited participation in more than one activity that is possibly irregular, unbalanced, or inconsistent	Sporadic or ambiguous participation in activities of benefit to the community or university, usually only a single activity	No evidence of involvement in extra curricular activities	30%
Leadership	Multiple long-term leadership roles	Multiple leadership roles, at least one is long-term	A single, long-term demonstration of leadership or multiple short-term demonstrations	A single, short-term, limited demonstration of leadership	No evidence of leadership	20%
Professional Activities	Consistent demonstration of multiple professional activities	Multiple identifiable contributions, or a single significant professional activity	Multiple activities with limited participation or one activity with a clearly identifiable contribution	One limited professional activity	No identifiable professional activities	10%
Communication	Consistent and noticeable visibility to multiple groups or via multiple channels, activities that are seen by a very large audience	Noticeable visibility to a larger group on a singular basis, or consistent visibility, possibly via multiple channels, to smaller audiences	Consistent visibility to a single small group or limited visibility to a large group	Limited visibility to a single group/audience	No visible presence to any audience	10%

Explanation of Criteria

These criteria are meant to identify well-rounded students that know how to balance their personal, social, and academic lives. While paid employment is typically not considered, exceptions may be made by the selection committee when the employment is of benefit to the university (e.g., TA positions), of benefit to the community (e.g., working for a non-profit organisation), or positions that display communicative and leadership skills (e.g., an editor of a newsletter or a management position).

Service & Involvement: Participation in activities that support, benefit, or contribute to a positive atmosphere within the university or community such as sports teams, clubs, organisations, TA positions, tutoring, etc.

Leadership: Activities that provide direction for an organisation, mentorship, committee roles, managerial roles (including paid roles), parenting, or other activities that provide a clear role-model for others (i.e., leadership by example).

Professional Activities: Things that are supportive or of benefit to the computing community such as membership in the IEEE or ACM, contribution to open-source projects, participation in coding events

Communication: Publishing, media interviews, blogging, speaking engagements, and other forms of public presentation (e.g., dance performance, playing in a band)

Notes

1. We do not want to penalise parents who have duties to their family and decreased time available; as compensation, we consider the raising of children as a leadership activity.
2. Long-term refers to activities that last more than one academic term.
3. Some activities may garner points in two areas such as running a student chapter of the ACM which is both a leadership and a professional activity.
4. A large audience is more than 100 people or a book/channel with a modest readership/attention outside of a restricted group; a very large audience is more than 1000 people or highly visible book/channel of a public or prestigious nature.
5. No nominee shall receive an award if they have been convicted of an academic, criminal, or civil offense during the period of consideration for the award. That is, they should demonstrate integrity, professionalism, honesty, and ethics while at Dalhousie.
6. These criteria are a guideline only and may be over-ridden by other factors. For example, a visually impaired student faces extreme challenges that would limit their involvement in many activities, and thus their participation in extra-curricular activities would carry more weight than for a non-impaired student. The committee reserves the right to adjust the criteria in special situations and is not bound by this rubric.

Tips for Nominators (Those who write letters of nomination and support)

1. Be accurate and detailed when describing activities and contributions. To the best of your ability, describe the things that the candidate has done and explain how they benefit others. Dates, frequency of the contributions, and other details are useful and important to provide.
2. Point out any special factors that modify the candidate's contributions. If the candidate faced challenges at some time, please make the selection committee aware of these and explain how they impacted the candidate.
3. Do not use hear say, gossip, rumours, or second-hand information. Only report factual contributions that you have witnessed or are 100% positive the candidate performed. Don't guess about or inflate the candidate's contributions.
4. Identify activities the candidate performed even if you are not sure that they are relevant. The awards are meant to recognise those students that provide strong role-models for the MACS community and thus, activities that display a balanced, healthy, and admirable life-style are of interest to the selection committee even if they are not explicitly mentioned in the selection criteria. For example, if a candidate did something personal that helped someone (e.g., brought food to a sick friend) let the selection committee know.
5. Do not worry about the quality of your letter. The selection committee is interested in what you have to say and not how you say it. Please don't let your writing skills influence your decision to support and promote a candidate; any letter is a good letter!
6. Multiple letters for the same candidate are of value if they reveal different contributions and activities. Please submit a nomination letter even if you know someone else has done it as well.